Summary Reports

During certification testing, the Electronic Participant is required to provide the BOE with a completed copy of the appropriate summary report for each file submission. Supporting schedules will generally not be required to be submitted with the summary report. The summary report will be used to verify the electronic data transmitted.

After transmitting test data via the Internet to the BOE, the Electronic Participant must complete and email or fax the appropriate summary report to the BOE's Data Analysis Section.

Fax the completed summary reports to:
    State Board of Equalization
    Data Analysis Section, MIC: 30
    Summary Report for Electronic Test Data
    Fax: (916) 323-9497

                        - or -

Email the completed summary reports to:
    BOEMFeFile@boe.ca.gov
    Subject Line: FTD eFiling Motor Fuel Summary Report

General Information For All Summary Reports:

When completing a summary report, the Electronic Participant must enter the following information:

- Company name.
- BOE Account Number. A summary report must be completed for each account number assigned to the filer. This account number must match the account number recorded in the electronic file being tested.
- Tracking Number. The tracking number is a 10-digit number provided by the BOE when the file is submitted using the Upload Return process. It is unique to each Upload Return attempt and is used to identify the filing for all future inquiries.
- The testing stage number the Electronic Participant is currently participating in (2 or 3) and the number of the filing attempt for the stage being tested.
- Contact name, telephone number, fax number, email address, and the date of the eFiling.

Terminal Operator Summary Report (TOR)

This summary report is divided into the following four sections: product code, ending inventory, terminal receipts, and terminal disbursements. To complete this form the filer must enter the net gallons of the physical ending inventory by product code. In addition, the filer must enter the total number of transactions and the total net gallons for both terminal receipts and terminal disbursements for each product code reported in the eFiling.

➢ *TERMINAL OPERATOR (TOR) SUMMARY REPORT*

Name of Company Submitting Summary Report:		Account or ID Number:		Testing Stage	
		Tracking Number:		Stage #	Filing #

Product Code	Net Physical Ending Inventory	Terminal Receipts (15A)		Terminal Disbursements (15B)	
		Number of Transactions	Total Net Gallons	Number of Transactions	Total Net Gallons
001					
052					
054					
055					
058					
059					
061					
065					
071					
073					
074					
075					
076					
077					
078					
079					
090					
091					
092					
093					
100					
121					
122					
123					
124					
125					
126					
130					
139					

➢TERMINAL OPERATOR (TOR) SUMMARY REPORT

Name of Company Submitting Summary Report:		Account or ID Number:		Testing Stage	
		Tracking Number:		Stage #	Filing #

Product Code	Net Physical Ending Inventory	Terminal Receipts (15A)		Terminal Disbursements (15B)	
		Number of Transactions	Total Net Gallons	Number of Transactions	Total Net Gallons
140					
141					
145					
147					
150					
153					
154					
160					
161					
167					
170					
171					
175					
188					
196					
198					
199					
223					
224					
225					
226					
227					
231					
241					
243					
248					
249					
259					
265					
279					

➤ *TERMINAL OPERATOR (TOR) SUMMARY REPORT*

Name of Company Submitting Summary Report:			Account or ID Number:		Testing Stage	
			Tracking Number:		Stage #	Filing #

Product Code	Net Physical Ending Inventory	Terminal Receipts (15A)		Terminal Disbursements (15B)	
		Number of Transactions	Total Net Gallons	Number of Transactions	Total Net Gallons
280					
281					
282					
283					
284					
285					
290					
960					

Contact Name:		Phone Number: ( )	FAX Number: ( )
Email Address:			Date: